



# Office of the City Clerk

## Weekly Report – for Week Ending September 15, 2017

### OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

#### Elections

Outreach staff is preparing for a weeklong High School Voter Registration and Education campaign scheduled to begin on Monday, September 18, 2017.

#### Business Improvement Districts (BIDs)

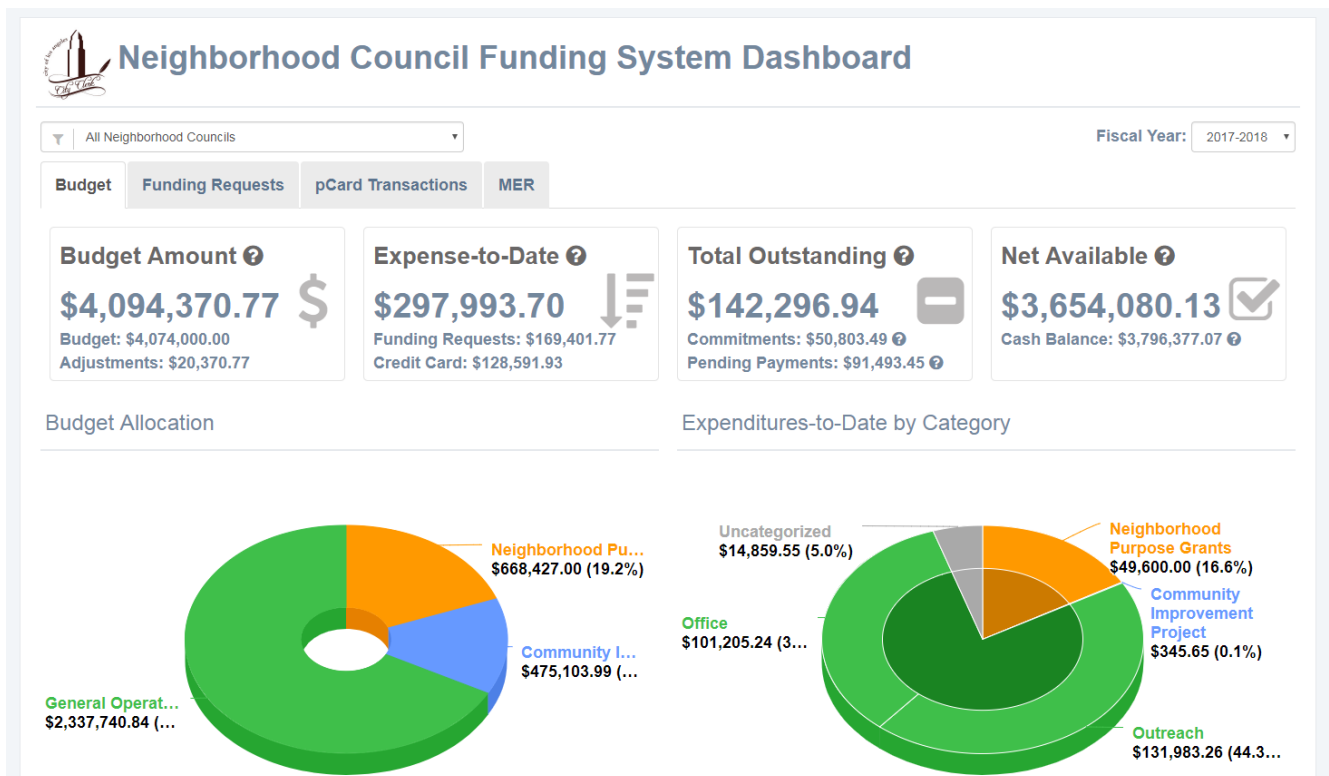
The Larchmont Business Improvement District held its annual meeting on September 12, 2017.

BID renewal documents are being prepared for the Tarzana Safari Walk Business Improvement District.

On September 13, 2017, staff inspected the Figueroa Corridor Business Improvement District.

#### Neighborhood Council (NC) Funding Program

Almost \$400,000 in NC funding requests, representing almost 10% of the total funding allocation, have been expensed to date. Below is a copy of the current system-wide dashboard.



#### Records Management

The Records Management Division is preparing an amendment to the contract for offsite records storage to include additional records services such as large format scanning and data storage.



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## **Systems**

Staff is reviewing requirements to design specifications for the new Ballot Voting Model (BVM) reporting features. The BVM reporting features will allow staff to double check the business rules for the current active and open board seats compared to each Neighborhood Council's bylaws for its election. The reports will also assist in the verification of each ballot style for all Neighborhood Councils. These new reports will reduce the amount of time staff will require to verify and approve each new election's setup requirements for all future elections.

City Clerk, ITA and LAPD are working jointly on developing test scenarios for the City-wide CPRA project. The public records request system will allow the public to submit a CPRA inquiry online which will route to a specific department. It also allows staff the option to route documents internally to the City Attorney for redaction before publishing.

## ***Upcoming***

City Council is in recess for the League of Cities from September 12-15, 2017, and for the observance of Rosh Hashanah on Friday, September 22, 2017.